



FHEO Section 3 Performance Evaluation and Registry System (SPEARS)

60002 Component User Registration Guide

**U.S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity (FHEO)**

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1 Introduction

Section 3 is a provision of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u), and the implementing regulation at 24 CFR § 135, which recognizes that HUD funds are typically one of the largest sources of federal funding invested in communities through the form of grants, loans, entitlement allocations and other forms of financial assistance.

Section 3 is intended to ensure that when employment and economic opportunities are generated by certain HUD financial assistance for housing and community development programs, preference must be given, to the greatest extent feasible, to low-and very low-income persons in the community where the project is located, particularly those who are recipients of government assistance for housing.

HUD's Office of Fair Housing and Equal Opportunity (FHEO) is charged with oversight and monitoring of Section 3 compliance for approximately 5,000 direct recipients of covered funding. In accordance with Section 3 guidelines at 24 CFR § 135.90, all recipients of Section 3 funding are required to submit Section 3 Summary Reports (Form HUD 60002) annually.

The Section 3 Performance Evaluation and Registry System (SPEARS) is comprised of two web-based applications. First, the Section 3 reporting component provides a means for recipients of Section 3 funding to submit Form HUD 60002 to HUD electronically. The second component, HUD's Section 3 Business Registry, is a platform that allows Section 3 businesses to self-certify their status with the Department so local recipients can notify them about the availability of HUD-funded contracting opportunities.

2 Purpose of the Section 3 Reporting Component of SPEARS

All submissions of Form HUD 60002 to HUD must be completed electronically. This guide provides an overview of the Registration Steps for access to SPEARS through HUD's Web Access Secure System (WASS) and to submit Form HUD 60002 to HUD. It is intended to be used by all entities that are direct recipients of covered HUD financial assistance. A link to an accompanying videotaped training on using the Section 3 Reporting component of SPEARS can be found at: www.hud.gov/section3.

3 Registering for HUD's Web Access Secure System (WASS)

SPEARS is accessed through the HUD internet portal Web Access Secure System (WASS). WASS supports many other HUD applications such as REAC NASS, PASS, FASS and Multifamily Housing's APPS, TRACS, and iREMS. To gain access to the SPEARS HUD 60002 Form application, several registration Steps must be completed.

The initial step is for the User to be registered in WASS. You can be registered as a User or a System Coordinator. To register in WASS, go to:

https://hudapps2.hud.gov/public/wass/public/participant/partreg_page.jsp.

Once WASS registration has been completed, you can continue to Step 1 below. For assistance with WASS registration, you can view the **Secure Systems (WASS) User's Manual** at

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/products/wass/wass_user_manual.

Step 1 – Business Partner Registration

WASS recognizes two types of users: 1) **Secure Systems Coordinator** and 2) **User**. Each has to be associated with the same organization, recipient, or grantee, which is referred to as a **Business Partner**. The Business Partner organization must be recognized by WASS. This is accomplished through the Business Partner Registration process. ****DO NOT SKIP THIS STEP****

1. Go to https://hudapps2.hud.gov/apps/part_reg/apps040.cfm
2. Enter your organization's Tax Identification Number (TIN) and click **Submit**.



***Business Partner Registration
HUD Multifamily***

If the participant you are about to register has done business with HUD before, you do not need to complete the Business Partner Registration HUD Multifamily below. Go to the [Secure Systems Registration page](#) to obtain a Coordinator or User ID if you have not already done so.

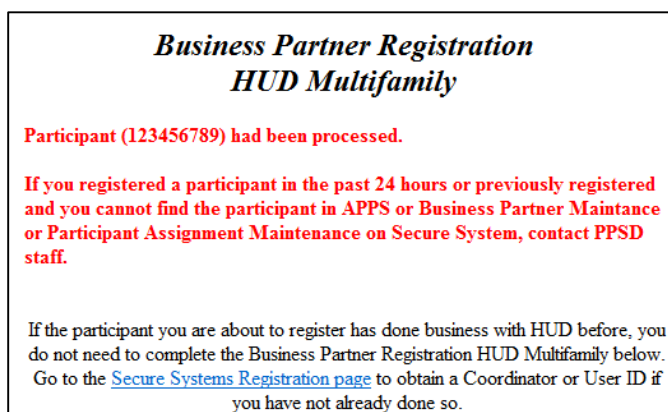
TIN: (no dashes)

or

SSN: (no dashes)

☐ Check if SSN is used as TIN for Sole Proprietor

3. If you receive the following screen stating that the Participant **(TIN) had been processed**, your organization's TIN is already recognized in WASS, you can proceed to **Step 2 – Secure Systems Registration - Coordinator**.



***Business Partner Registration
HUD Multifamily***

Participant (123456789) had been processed.

If you registered a participant in the past 24 hours or previously registered and you cannot find the participant in APPS or Business Partner Maintenance or Participant Assignment Maintenance on Secure System, contact PPSD staff.

If the participant you are about to register has done business with HUD before, you do not need to complete the Business Partner Registration HUD Multifamily below. Go to the [Secure Systems Registration page](#) to obtain a Coordinator or User ID if you have not already done so.

4. If you receive a blank form, complete it and click **Save**.

Business Partner Registration
HUD Multifamily
 All fields marked with an asterisk(*) are mandatory

* Company Name:	<input type="text"/>
TIN:	<input type="text" value="123456780"/>
* Legal Structure:	<input type="text"/>
* Type of Ownership:	<input type="text"/>

- Wait until the next business day and then continue to Step 2 - Secure Systems Registration – Secure Systems Coordinator.

Step 2 – Secure Systems Registration – Secure Systems Coordinator

Coordinators must register in WASS and be associated with a Business Partner that is required to comply with Section 3 requirements. The Coordinator serves as the Business Partner's system administrator and grants SPEARS application access to their organization's Users. Each Business Partner organization must have a least one Coordinator but may have up to eight.

New Coordinator Registration

If you have not registered as a Coordinator previously, you will need to complete the following steps:

- Go to http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/online/online_registration

****IMPORTANT****

- Select Multifamily Housing Entity from list of registration options. All SPEARS users, including PHAs and entitlement communities, must select "Multifamily Housing Entity" from the options below, NOT Public Housing Agency or Independent User. This is to align your respective agency with the appropriate TIN to extract disbursement data in LOCCs which is required to complete the HUD 60002 form. (Many PHAs in WASS are aligned by HA Code and must align themselves with the Section 3 covered TIN).

Need a User ID?

Complete **registration instructions** are available, or go directly to the appropriate secure connection registration form.

- ▶ **Multifamily Housing Entity**
- ▶ Public Housing Agency
- ▶ Independent User
- ▶ Reverse Auction Program (RAP) User

NOTE: If you are in the process of becoming a UPCS certified inspector, you should not apply for this user ID.

3. Select **Coordinator** and enter your user information, business partner information (name and TIN/SSN), and complete the rest of the requested information on this form, then click **Send Application**.

Application Type: ☒ **Coordinator** ☐ **User**

First Name:

Middle Initial:

Last Name:

Social Security Number:

Organization Information:

- Provide the name of the HUD-registered Organization or Individual you represent
- Provide the Tax Identification Number or Social Security Number of the HUD-registered Organization or Individual you represent. Do not enter dashes.
- Specify whether the HUD-registered entity you represent is an Organization or an Individual

Organization/Individual Name:

TIN/SSN:

Organization ☐ Individual ☐

4. A letter containing the Secure Systems Coordinator's ID will be mailed to the organization's CEO/ED/Principal Officer within 7-10 business days. If you have not received your Secure Systems Coordinator's credentials, contact REAC Technical Assistance to inquire about the status of your request at **1-888-245-4860**.
5. Once the Secure Systems Coordinator has received their credentials, they must assign themselves the SPEARS 'COR' Action by proceeding to **Step 3 — Coordinator Assignment by Secure Systems Coordinator**.

Existing Coordinators Registration

If you are already identified as a **Coordinator** in WASS as a PHA or as a Multifamily Entity that is not associated with a Section 3 covered TIN, you will need to create an additional Business Partner relationship, referred to as a new "BPR relationship." Additional relationships are managed through the WASS Business Partners Maintenance screens. These additional relationships are referred to as "BPR relationships." Please refer to the [WASS User Manual - Section 4.3](#) for instructions on how to complete this process. Once this BPR Association process has been completed, you can proceed to **Step 5 — User Management by Coordinator**.

Step 3 — Coordinator Assignment by Secure Systems Coordinator

The Coordinator must assign themselves the SPEARS 'COR' Action in WASS to serve in an administrative capacity for their organization in SPEARS.

1. Go to https://hudapps.hud.gov/HUD_Systems
2. Log in with your Secure Systems Coordinator credentials, click **Accept** on the **Legal Warnings** page to display the **Main Menu**.
3. From the Secure Systems Coordinator **Main Menu**, Select **User Maintenance**.

System Administration

- [Business Partners Maintenance](#)
- [PHA Assignment Maintenance](#)
- [Participant Assignment Maintenance](#)
- [Password Change](#)
- [Property Assignment Maintenance](#)
- [RAP Organization Assignment Maintenance](#)
- [User Maintenance](#)

4. Enter your Secure Systems Coordinator User ID in the **Search by User ID** field and click **(S)earch for User**.

Search by User ID

To search for a User by User ID, enter a User ID and then click the "Search for User" button.

User ID [What's This?](#)

(S)earch for User

5. On the Maintain User Profile select Maintain User Profile – Actions for Choose a Function and click Submit.

Choose a Function

Maintain User Profile - Actions ▼

6. From the **Assign/Unassign Actions** page under FHSEC3 – FHEO Section 3 60002 Reporting Form, check the **COR – Coordinator** checkbox and click **Assign/Unassign Actions**.

FHSEC3 - FHEO Section 3 60002 - Reporting Form

☒ COR - Coordinator

Step 4 – Secure Systems Registration – User

Individual Users must register in WASS and are associated with a Business Partner. Secure Systems Coordinators must grant access to SPEARS to their organization's Users.

1. Go to http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/online/online_registration

****IMPORTANT****

2. Select **Multifamily Housing Entity** from list of registration options. All SPEARS users, including PHAs and entitlement communities, must select "**Multifamily Housing Entity**" from the options below, **NOT** Public Housing Agency or Independent User. This is to align your respective agency with a TIN of the agency covered by Section 3 to extract disbursement data in LOCCs which is required to complete

the HUD 60002 form. (Many PHAs in WASS are aligned by HA Code and must align themselves with the Section 3 covered TIN).

Need a User ID?

Complete **registration instructions** are available, or go directly to the appropriate secure connection registration form.

- ▶ **Multifamily Housing Entity**
- ▶ Public Housing Agency
- ▶ Independent User
- ▶ Reverse Auction Program (RAP) User

NOTE: If you are in the process of becoming a UPCS certified inspector, you should not apply for this user ID.

3. Select **User** and enter your user information, HUD-registered Organization name, (TIN/SSN), select “User” then complete the rest of the requested information on this form, and click **Send Application**.

Application Type ☐ Coordinator ☒ **User**

First Name:

Middle Initial:

Last Name:

Social Security Number:

Organization Information:

- Provide the name of the HUD-registered Organization or Individual you represent
- Provide the Tax Identification Number or Social Security Number of the HUD-registered Organization or Individual you represent. Do not enter dashes.
- Specify whether the HUD-registered entity you represent is an Organization or an Individual

Organization/Individual Name::

TIN/SSN:

☐ Organization ☒ Individual

After submitting the form, **wait 24 hours**, then contact your organization’s HUD Secure Systems Coordinator to inform them you have requested access to WASS and request they retrieve your User ID for WASS and assign the ‘S3P’ role to you. This will establish the SPEARS link on your individual Secure Systems menu.

Step 5 — User Management by Coordinator

Secure Systems Coordinators grant access to SPEARS to their organization’s Users by assignment of the ‘S3P’ role. If the Secure Systems Coordinator will be a User for SPEARS they will assign the ‘S3P’ role to themselves as well.

1. Go to https://hudapps.hud.gov/HUD_Systems
2. Log in with your Secure Systems Coordinator credentials, read the **Legal Warnings** page to and click **Accept** to display the **Main Menu**.
3. From the Secure Systems Coordinator **Main Menu**, Select **User Maintenance**.

System Administration

- [Business Partners Maintenance](#)
- [PHA Assignment Maintenance](#)
- [Participant Assignment Maintenance](#)
- [Password Change](#)
- [Property Assignment Maintenance](#)
- [RAP Organization Assignment Maintenance](#)
- [User Maintenance](#)

- Enter the User ID you wish to grant SPEARS access to in the **Search by User ID** field and click **Search for User**.

Search by User ID

To search for a User by User ID, enter a User ID and then click the "Search for User" button.

User ID

[What's This?](#)

- On the Maintain User Profile page, select Maintain User Profile – Roles for Choose a Function and click Submit.

Choose a Function

Maintain User Profile - Roles

▼

- From the Assign/Unassign Roles page select the FHSEC3 S3P – 60002 Reporting - Participant checkbox and click Assign/Unassign Roles.

FHSEC3 - FHEO Section 3 60002 - Reporting Form

☒ S3P - 60002 Reporting - Participant

After the Secure Systems Coordinator grants access to SPEARS to their organization Users, the User will see the application on their Main Menu the next time they log in to WASS.

Systems

- [HUD SPEARS 60002 Reporting Form](#)

4 User Registration Assistance

The **REAC Technical Assistance Center** (REAC_TAC@hud.gov) at **(888) 245-4860** can provide assistance for the following questions or issues:

- I have registered for Secure Systems Coordinator credentials and have not received them.
- I mistakenly registered for User credentials instead of Secure Systems Coordinator credentials.

- I may have registered for Secure Systems credentials in the past, but I'm not sure.
- I don't know who the Secure Systems Coordinator(s) are for my organization.
- I am a Secure Systems Coordinator and need assistance in assigning roles to Users.

Please contact your Secure Systems Coordinator for the following issues:

- I have registered for a User ID and have not received it.